

# City of Houston

## PUBLIC NOTICE

The City of Houston has passed an ordinance regulating the use of truck loading zones in the Central Business district.

Please use this information to respond to any inquiries.

### **When does this ordinance go into effect?**

The ordinance is effective December 20<sup>th</sup>, 2004.

1. Companies beginning with letters A-I are required to obtain permits between December 20<sup>th</sup> - January 4<sup>th</sup>.
2. Companies beginning with letters J-Q are required to obtain permits between January 5<sup>th</sup> - January 15<sup>th</sup>.
3. Companies beginning with letters R-Z are required to obtain permits between January 16<sup>th</sup> - January 28<sup>th</sup>.

### **Why do I need to obtain a permit to load or unload my materials or goods?**

This new ordinance will facilitate traffic mobility and curb abuse of existing truck loading zones.

### **Who is required to obtain this permit?**

All persons wishing to park in a truck loading zone in the Central Business District. This ordinance does not currently apply to areas outside of the CBD.

### **I'm bringing materials in from out of state; do I need to purchase a permit?**

As an alternative to obtaining a permit, the operator of a commercial vehicle may park the vehicle in a truck loading zone space or spaces during posted hours of operation for the zone by paying a fee of \$5.00 per hour per metered space **at the meter(s)** in that zone.

### **How much is the fee?**

* Class A	\$1,200	Yearly	May park up to 2 hours in a truck loading zone or may occupy 1-2 spaces at a meter
* Class B	\$300	Yearly	May park up to 1 hour in a truck loading zone
* Class C	\$150	Yearly	May park up to 30 minutes in a truck loading zone
Class D	\$25	21-Days	May park up to 1 hour in a truck loading zone (may only obtain once a year)
Class E	\$ 5	per hour	May park in any "no parking" or "tow away" zones

Where no zone exists, the fee will be based upon a rate of \$5.00 per hour, per loading zone space and/or each 20 linear feet of curb occupied. This fee shall be paid in advance and is non-refundable in the event a lesser time is used.

**\* Denotes transferability of permit to another commercial vehicle operated by permittee.**

(See reverse for more details)

**Who issues this permit?**

PWE Traffic Engineering will manage the issuance of permits.

**Where do I go to pay the fee?**

611 Walker, 2nd floor cashier. Once the fee is paid, take receipt to 5th floor to receive permit. Office hours are 8:15am - 12 noon and 1pm – 4:30 pm, Monday - Friday.

**Is my permit transferable?**

Class A, B or C Permit holders may transfer current permits to other vehicles within the company the permit was issued to.

**What is a Class E permit?**

A Class E permit will allow loading and unloading to occur in designated “no parking” zones. The traffic engineer will determine if and when parking should occur.

**When will my permit expire?**

Permits A-C are valid for one year from date of purchase. Permit ‘D’ is valid for 21 consecutive days and may only be obtained once a year from the date of purchase. Permit ‘E’ is valid for the dates and times specified by the Traffic Engineer.

**Where can I find a copy of the Truck Loading Zone Ordinance and permit application?**

<http://www.publicworks.cityofhouston.gov/traffic/trafficpermits.htm>

**Who can I contact to request more information?**

Please call PWE Traffic at 713-837-7280 for all questions and comments.